



POSITION ANNOUNCEMENT

- POSITION:** Counselor
- LOCATION:** Danielson Campus, 742 Upper Maple Street, Danielson, CT 06239
- ANTICIPATED START DATE:** September 2017
- APPLICATION DEADLINE:** August 30, 2017; or until filled
- MINIMUM QUALIFICATIONS:** Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Full spectrum of professional counseling theory, techniques and methods;
- Personality, academic and occupational assessment instruments, their administration and interpretation;
- Crisis counseling and intervention;
- Career and academic development;
- Information technology literacy skills;
- Oral and written communications;
- Experience with diverse populations.

These skills and abilities are acquired through a combination of education, experience and training which typically include a Masters degree in counseling or a closely related field together with from two to five years of experience in a professional counseling capacity; or a combination of experience and training which would lead to the competencies required for effective performance of the position's essential duties.

RESPONSIBILITIES: The role of counseling within the total educational process is to aid in providing a learning environment that supports students as they clarify basic values and interests, formulate educational-vocational goals, and explore alternative strategies for goal achievement. The Counselor is accountable for contributing to the academic, career, personal and social success of the College's students through effective performance in these essential functional areas:

- Student counseling program development;
- Student counseling;
- Consultation with faculty and staff.

Examples of Essential Duties and Accountabilities

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. *Student counseling program development:* The Counselor is accountable for participating in and contributing to the development of sound programs for guiding and counseling the College's students in academic, personal, career, and social progress.
- B. *Student counseling:* The Counselor is accountable for providing professional counseling to students to contribute to their successful academic, career, personal, social and College experience.
- C. *Consultation with faculty and staff:* The Counselor is accountable for advising faculty and staff on appropriate actions and assistance for students requiring special attention.

Professional Participation and Development

In addition to the accountabilities listed above, the position is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies, including, but not limited to, participation in professional organizations.

The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

STARTING SALARY: \$68,419.00 annually

APPLICATION PROCEDURE: Submit a completed Community College Application, cover letter, transcripts and résumé to:

Lois Kelley, Human Resources Assistant
Human Resources
742 Upper Maple Street
Danielson, CT 06239 or
Email to: lkelly@qvcc.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, EEO Officer and Title IX Coordinator, pmartland@qvcc.edu, 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239